

Creating A Matrix

The following instructions will guide you through the process of converting a creditor mailing list to a text or ASCII format. In ECF all documents are filed with the court as PDF files with the exception of the creditor matrix. The creditor matrix must be saved as a text file to allow for uploading into the creditor area.

A text (.txt) document is in a generic format that most software applications can read. A document can be saved as a .txt document by selecting ASCII (Dos) in the **file type** list. (The steps are outlined below).

REQUIRED CREDITOR MATRIX SPECIFICATIONS

- ◆ The name and address of each creditor shall not be more than five (5) lines.
- ◆ Each line may contain no more than 40 characters including blanks.
- ◆ Names and addresses shall be left justified (flush against the left margin, no leading blanks).
- ◆ Names shall be last name, first name middle name.
- ◆ Use upper and lower case.
- ◆ Do Not use periods after PO Boxes, USA, etc.
- ◆ Account numbers or "attention" lines should be placed on the second line of the name/address, unless this causes the address to exceed 5 lines, in which case this information should be omitted.
- ◆ City, state and ZIP Code must be on the last line.
- ◆ Nine digit ZIP codes must be typed with a hyphen separating the two group of digits.
- ◆ All states must be two-letter abbreviations.
- ◆ Each creditor must be separated by at least one blank line.
- ◆ Do not include page numbers, headers, footers, etc.
- ◆ The creditor matrix must be saved in ASCII text format.

See Attorney Style Guide for examples

STEP 1 Create or open the creditor list in your Word Processor. **Enter all names**

and addresses in Lower and Upper Case with names being Last Name, First Name Middle Name.

STEP 2 Save your document.

☐ Click File on the word processor menu bar and select **save as**.

☐ Navigate to the folder where the document will be housed.

➤ **NOTE:** Documents may be easily located when a folder has been created specifically for your matrices.

☐ Name the document. The document may be saved using the standard naming conventions; first letter of debtor(s) first name, plus last name, **JSmith**.

☐ Click the ▼ (down arrow) to view a dialog box of available File Type options.

☐ If in WordPerfect Select **ASCII (DOS)** text.

☐ If in Microsoft Word Select **Text Files (*.txt) or Text Only (*.txt)**

☐ Press the **Save** button.

☐ The document is now saved as a .txt document and can be uploaded into the creditor area of ECF.